SC DEPARTMENT OF CORRECTIONS
-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17   CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: PROGRAM COORDINATOR II   SCDC POSITION #: 010497

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: PROGRAMS & SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR II   STATE JOB CLASS: AH40

PAY BAND/LEVEL: 06 D

BAND: 06   SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: $ 044952 - $ 058033 SCEIS POSITION #: 61019820

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE
WITH EIGHT (8) YEARS PROGRAM DESIGN, IMPLEMENTATION AND COMMUNITY
RESOURCE COLLABORATIOIN. THREE (3) YEARS SUPERVISORY EXPERIENCE
REQUIRED.

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR THE PROGRAM DESIGN, IMPLEMENTATION, DAILY
ADMINISTRATIVE ACTIVITIES AND SERVICE DELIVERY PROCESS FOR PRE-RELEASE
SERVICES. AT THE MANAGEMENT'S REQUEST THIS POSITION WILL COORDINATE
SPECIAL PROJECTS, PREPARE AND PRESENT REPORTS. ATTEND LEGISLATIVE,
PUBLIC AND ADVOCACY GROUP HEARINGS. HELP RECRUIT VOLUNTEERS FROM THE
COMMUNITY TO ASSIST IN PROGRAM DELIVERY. PERFORM OTHER DUTIES UPON
THE REQUEST OF THE WARDEN. ABILITY TO WORK WITH LIMITED SUPERVISION
AND WITH DISCRETION. WILL WORK WITH INMATES ON A DAILY BASIS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

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